

**Center for Educational Performance and Information
MEIS Security Agreement for Requesting Access Rights to the
Financial Information Database (FID) Application**

Step 1 District Code: _____ ISD Code: _____

District Name: _____

Step 2. Enter the name of the designated individual whom the Superintendent/PSA Chief Administrator authorizes to upload, validate and submit financial data (FID District User) or to view FID District data (FID District View).

Name (type or print)

Title

E-mail Address

Phone Number

Step 3. Please check **only one box** for the permissions being requested.

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FID District User (upload, validate, submit data to the state and print reports)

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FID District View (view all FID processes and print reports)

For the authorized individual(s): If you already have an MEIS account, go to Step 4. If you do not already have an MEIS account number, use Internet Explorer to access the Internet and link to the following URL: <http://www.michigan.gov/meis>. Click on the MEIS logo. On the next screen, click on "**Create an MEIS Account.**"

Step 4. Authorized MEIS Account Number (e.g., A1234567): _____

Authorized MEIS Account Login Name (e.g., smithjan) _____

NOTE: If you are replacing a formerly authorized individual, please download and complete a MEIS Authorized User Removal Request Form. This document can be downloaded from the FID Security Agreement Web page.

Step 5. For the individual to be authorized: ***Please sign below.***

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

Signature of Individual to be Authorized

Date

Step 6. For the Superintendent/PSA Chief Administrator: ***Please sign below.***

I attest that the above-named individual is authorized by me to perform the function identified in the box checked above for the Financial Information Database (FID) application.

Name of District/Agency

Date

Signature of Superintendent/PSA Chief Administrator

Printed Name and Title

**Step 7. Mail or fax this form to: DIT Client Service Center
235 S. Grand, Suite 304
Lansing, Michigan 48913
Fax #: (517) 241-8439
Email: Help-Desk@michigan.gov**